



**CITY OF MESA, ARIZONA**  
**ENGINEERING DEPARTMENT**

**REQUEST FOR QUALIFICATIONS**

**On-Call Consultant List for  
Architectural Services**

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# TABLE OF CONTENTS

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REQUEST FOR QUALIFICATIONS	PAGE NO.
SECTION I – PROJECT DESCRIPTION .....	1
SECTION II – TYPICAL DESIGN TASKS .....	2
Task 1 – Project Management .....	2
Task 2 – Design Reports .....	2
Task 3 – Detailed Design and Construction Documents .....	3
Task 4 – Contracting Assistance .....	5
Task 5 – Construction Phase Services .....	5
SECTION III – PRE-SUBMITTAL CONFERENCE .....	6
SECTION IV – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA .....	6
SECTION V – SUBMITTAL REQUIREMENTS .....	7
SECTION VI – SELECTION PROCESS AND SCHEDULE .....	8
SECTION VII – GENERAL INFORMATION .....	8

# REQUEST FOR QUALIFICATIONS

## On-Call Consultant List for Architectural Services

The City of Mesa is seeking qualified consulting firms or teams to provide professional services on an on-call basis in the category of **Architectural Services**.

All qualified firms that are interested in providing these services to the City of Mesa are invited to submit their Statement of Qualifications (SOQ). All SOQs must comply with the requirements specified in this Request for Qualifications (RFQ).

### **SECTION I – PROJECT DESCRIPTION**

From this solicitation, the Engineering Department will establish a list of on-call consultants for **Architectural Services**. This category is further defined below:

The **Architectural Services** category refers to vertical construction projects, including construction of new buildings/facilities/pools and/or remodels of existing buildings and facilities. Building projects often include design disciplines or design elements such as architectural programming, architectural design, site planning, grading, drainage, demolition, site civil improvements, offsite street improvements, offsite utility extensions, site lighting, landscaping, landscape irrigation, survey, horizontal control, structural engineering, plumbing, mechanical, electrical, lighting, fire protection, special systems, security systems, data and telecommunications systems, systems furniture design, roofing, flooring, site amenities, etc. The consultant is often asked to perform such tasks as cost estimating, value engineering, preparation of legal descriptions and exhibits, geotechnical investigations, drainage reports, utility coordination and public outreach. Architectural projects include buildings or facilities such as storage facilities, equipment rooms, electrical buildings and other facilities that may not be generally occupied by people during normal business hours. Projects in this category may include transportation improvements and/or water/wastewater improvements associated with the building, as supporting ancillary improvements.

Through this solicitation, the City of Mesa will establish a list of diversified consultants (including firms and/or teams). A minimum of three (3) consultant teams may be selected for this category/list and, once selected, will be referred to as being “on-call” for this category. The selection process will be tailored to projects that are anticipated to be served by the on-call list. Selection under this solicitation is not selection for a specific project (or projects), but rather qualification for on-call use during the term for which this solicitation is effective. A master contract will exist between the City of Mesa and all of the consultant teams. When a specific project is initiated, a separate Project Order with an associated scope and fee will be negotiated between the City of Mesa and the consultant for each specific project. Typical design tasks discussed in Section II refer to tasks that may be performed under specific projects.

The City of Mesa makes no guarantee that any consultant will receive a project or be able to enter into a specific project contractual relationship with the City of Mesa. The City of Mesa also makes no guarantee of a specific volume of work or a total contracted amount arising from this solicitation. The City of Mesa further makes no guarantee that the quantity of work (whether measured in monetary terms or otherwise) within any category will be spread equally or according to any other specific percentage split among the various consultants on the on-call list for that category.

The City intends to use the on-call lists whenever possible. However, the City of Mesa reserves the right to “direct select” consultants not on the on-call lists to perform professional services, even for work within the same category as this solicitation, when it is in the City’s best interest to do so, as determined solely by the City. The City of Mesa also reserves the right to issue separate solicitation(s) for a specific project(s), even for work within the same category covered by this solicitation, when it is in the City’s best interest to do so. However, the City recognizes the time and expense in preparing an SOQ and anticipates using the lists whenever feasible.

The City reserves the right to establish, by future solicitation, additional categories of on-call consultants for the City’s use. Said additional categories may, in some cases, overlap the disciplines and design areas for the category established under this solicitation.

In order to establish a list of on-call consultants from this one solicitation for Consultant On-Call Services for Architectural Services, consultants are required to submit Statements of Qualifications (SOQs).

The next section discusses typical services that may be included in specific projects that ultimately are awarded under this solicitation. Said tasks are typical of this category.

## **SECTION II – TYPICAL DESIGN TASKS**

The City will partner with the consultant(s) during each project's work-order scoping stage to specifically define the scope of work for each project. The following is a summary of typical design tasks that may be included in projects' scope of work:

- Task 1 – Project Management
- Task 2 – Design Reports
- Task 3 – Detailed Design and Construction Documents
- Task 4 – Contracting Assistance
- Task 5 – Construction Phase Services

### **Task 1: Project Management**

The Consultant shall establish a project management system to provide adequate scope, schedule and budget control, and be responsive to input from the City. Status and project meetings with all participating City staff will be conducted on a regular basis. The purpose of these meetings shall be to report to the City on project status issues such as work in progress, work completed, and delivery schedule.

The meetings shall also be for discussion of various technical issues and strategies associated with all phases of the project. Meetings shall be held with the City and other agencies as needed to coordinate multi-jurisdictional components of this project. Meeting minutes documenting the decisions made and action items shall be prepared by the Consultant and submitted to the attending parties.

**Task 1.1 – Project Meetings.** Consultant shall arrange for a kick-off meeting through the City Project Manager. This meeting shall serve to clarify the lines of communication and other administrative details. Consultant shall then meet with the City and participating agencies on a regular basis to report project progress.

**Task 1.2 – Project Schedule.** Consultant shall provide a project schedule showing project meetings, project deliverables, and the major milestones required by the City. The schedule shall be updated on a monthly basis.

**Task 1.3 – Project Status Reports.** Consultant shall provide a monthly project progress report. The monthly project progress report shall be submitted to the City Project Manager.

**DELIVERABLES:** MONTHLY STATUS MEETINGS  
MONTHLY SCHEDULE UPDATES  
PROGRESS REPORTS AND  
MEETING MINUTES

### **Task 2: Design Reports**

The purpose of this task is to develop a Design Concept Report (DCR), including 30% Conceptual Plans.

The DCR shall identify the purpose of the project, present the methodology used to define the proposed solution, summarize alternatives if applicable, provide an overview of specific issues and recommended solution(s), describe the improvements to be made, present conceptual plans delineating the limits of improvements and type(s) of work to be done, and provide a preliminary project cost estimate.

The Consultant may be responsible for performing a topographic survey of the area including all existing features and utilities, and preparing mapping and base sheets to properly show the existing conditions.

The DCR shall also identify and detail what coordination shall be needed with existing infrastructure and stakeholders, in particular utility relocations, traffic control and businesses. These items shall be included in the preliminary cost estimates for each project as well.

**DELIVERABLES:** SURVEYING, MAPPING AND FIELD INVESTIGATIONS  
DESIGN CONCEPT REPORT (DCR)  
30% CONCEPTUAL PLANS AND ESTIMATE

### **Task 3: Detailed Design and Construction Documents**

Based on the approval of the DCR by the City, the Consultant shall prepare detailed design and construction documents for review. Each review of these documents shall include plans (drawn in AutoCAD to City standards), cost estimate, and technical specifications. Specifications are not required for 30% plans.

**Task 3.1 – Detailed Design.** Provide complete design services including, but not limited to, the following:

- Architectural
- Civil Engineering
- Electrical Engineering – including lighting, power, security system, public addressing system and other special systems
- Mechanical and Plumbing Engineering
- Fire Protection Engineering
- Fire Alarm Design
- Traffic Engineering
- Landscape Architecture
- Structural Engineering
- Geotechnical work

**Task 3.2 – Design Review Submittals.** Develop detailed plans, specifications and project cost estimates and submit to the City for review and approval at the following completion stages.

For vertical projects:

- Schematic Design
- Design Development
- 50% Construction Documents (CD's)
- 90% CD's
- Final CD's

Prepare plans in accordance with the most current version of the *City of Mesa Engineering Procedures Manual*, *MAG Standard Specifications and Details* as amended by the City of Mesa, the Arizona Utility Coordinating Committee *Public Improvement Project Guide*, and other standards such as AASHTO, MUTCD, ASTM and City of Mesa Building Codes and National Building Codes as adopted by the City of Mesa, as applicable. All plans shall be prepared using AutoCAD 2014, shall be 24" x 36" in size and shall be prepared on the City of Mesa's standard plan sheets.

For projects using alternative delivery methods, such as Job Order Contracting (JOC), the City may elect to have a reduced level of effort for design services. For reduced levels of design effort, the Consultant shall still produce constructible and permitable plans and specifications.

The Consultant shall incorporate the City's review comments into the subsequent submittal. The Consultant shall prepare a tabulation of the review comments and the proposed resolution for each comment. Consultant must provide a brief explanation for each comment that it proposes to not incorporate; otherwise the City expects all comments to be addressed.

**Task 3.3 – Cost Estimates.** Consultant shall prepare detailed construction cost estimates for each submittal.

**Task 3.4 – Comment Resolution Meetings.** Participate in review meetings with City staff, tabulate and address comments, and submit a written comment resolution summary, at each plan review stage. The City considers responsiveness and communication regarding review comments a key criterion in evaluating the Consultant's performance. The City recognizes that previous comments may be superseded as design progresses and that some review comments require additional discussion and engineering judgment prior to final resolution. Comment resolution meetings should

be scheduled as needed to facilitate this discussion and resolution. The City's expectation is that responses be documented for all review comments and that the Consultant should never independently delete or ignore review comments.

**Task 3.5 – Utility Coordination.** The Consultant shall provide non-City utility coordination, information, and communication as outlined in the Non-City Utility Coordination Submittal Guideline. The Consultant shall determine all utility conflicts and advise the City and the utility company. City-owned utilities will be coordinated by City staff. The Consultant shall prepare applications and supporting materials, as required, to secure project permits and approvals. All utility coordination correspondence shall be sent to the City's Utility Coordinator at [ucoord@mesaaz.gov](mailto:ucoord@mesaaz.gov).

Consultants shall obtain a Blue Stake design ticket by contacting Arizona Blue Stake (AZ811).

Consultant shall request City and non-City utility record drawings, facility maps, and as-built information to show on all plan sets, including the 30% plan submittal.

The Consultant shall send utility clearance letters to the non-City utilities with the associated plans. The plans shall show existing and proposed City and non-City utilities, relocations, existing and proposed right-of-way and easements. The Consultant shall design joint trench alignments and profiles with input from the non-City utilities.

The Consultant shall be responsible for obtaining testhole data (pothole data) and testhole coordination. If preliminary conflicts are identified, preparation of the pothole list shall begin at the 30% submittal stage. The Consultant shall ask non-City utilities if potholes are required.

The Consultant shall prepare a utility report, or conflict matrix, at the earliest possible stage of the project using information received from the utility companies, Blue Stake design ticket, and pothole data. The report or matrix shall include utility conflicts, relocations, utility relocation timeframes, approved methods to support existing infrastructure, and permit requirements. The matrix shall be updated and distributed at each submittal stage. Information listed in the report or matrix, such as methods to support existing infrastructure and utility relocations, shall be called out on plans.

The Consultant shall have a utility coordination meeting at each plan submittal stage if relocations are required. Between 60% and 90% plans, the City's Utility Coordinator, in conjunction with the Consultant and non-City utility companies, shall define how utility conflicts will be resolved, who is doing the work, and who is paying for the work. Utility coordination shall be close to completion by the 90% final design stage.

The Consultant shall be responsible for reviewing relocation plans produced by the non-City utility companies to assure that utility conflicts are mitigated or eliminated and that proposed utility installations conform to City's standard details and MAG.

**Task 3.6 – Public Meetings.** Assist with stakeholder and public meetings as required.

The City, through its Engineering Public Relations office, will handle the day-to-day tasks associated with public outreach and communication with the public and stakeholders. The Consultant shall be primarily responsible for preparing supporting documentation, such as exhibit boards, and for attending public meetings to help answer questions.

A formal Public Outreach Program or Public Relations Plan by the Consultant is not anticipated in most cases. The City's existing Public Relations Program will adequately address the needs that are currently identified. If additional requirements are identified, for example as part of the environmental determination, then those issues will be discussed and a scope of work mutually agreed upon by the City and Consultant.

**Task 3.7 – Final Construction Documents.** Furnish the City with one (1) full-size set of plans on bond paper, specifications and a cost estimate at each review stage; and one (1) reproducible mylar set of final full-sized drawings, with final specifications and documents for the construction phase of a project. The City will provide reproduction of the drawings and documents for reviews,

submittals, and bidding. Final drawings and specifications shall also be submitted in electronic format.

The plans, specifications and estimate (PS&E) shall be in City of Mesa standard format and utilize the City's Standard Specifications and Special Provisions.

**Task 3.8 – Final Engineering Design Reports.** The detailed design development will likely generate some minor revisions and updates to the design report prepared at the 30% submittal stage. The Consultant shall incorporate such updates and submit a final report to the City for review.

**DELIVERABLES:** PS&E REVIEW SUBMITTALS (60%, 90%, 100%)  
COMMENT RESOLUTION SUMMARIES FOR EACH STAGE  
UTILITY AND AGENCY COORDINATION  
FINAL BID DOCUMENTS  
FINAL ENGINEERING DESIGN REPORTS

#### **Task 4: Contracting Assistance**

If requested by the City of Mesa, the Consultant shall provide bidding assistance services. Services may vary depending on the contracting method selected by the City (Design-Bid-Build, Job Order Contracting, or Construction Manager at Risk), including:

- Attend meetings (such as Pre-Bid Meetings) with Contractors for the project to discuss the construction documents, field conditions, and answer questions. Prepare meeting minutes for review and distribution.
- Answer questions during the bidding period from prospective contractors and vendors and prepare a telephone log summary of questions and answers.
- Prepare Addenda for review and approval by the City. The City will distribute to plan holders.

**DELIVERABLES:** MEETING MINUTES  
ANSWERS TO QUESTIONS FROM CONTRACTORS  
FURNISH ADDENDA TO THE BID DOCUMENTS

#### **Task 5: Construction Phase Services**

Construction phase services may be required at the City's discretion. The City may elect to self-perform construction administration and inspection on the projects, or may request the Consultant to provide these services.

Interested consultants should offer a general overview of their construction phase services and experience in their SOQ submittal.

The construction phase scope of services will be defined in detail during contract negotiations to meet the needs of each project. The following is an outline of the basic services:

- Project administration assistance
- Participate in the pre-construction meeting and/or progress meetings
- Review shop drawings, submittals, and respond to Contractor RFI's
- Review project reports created by the City Inspector or submitted by the Contractor
- Review technical proposals and cost submittals and make recommendations
- Construction observation, inspection, and quality control testing services
- Assist with project closeout activities
- Review and verify quantity measurements and progress payments to Contractors
- Periodic site visits and reviews of the project
- Review of subcontractor selection criteria and process
- Develop punch-list and record drawings
- Review final payment for release of retention

Consultant may be requested to prepare Record Drawings for the project, based upon the Contractor furnished information and field observations, after project completion. The Record Drawings, if requested, shall be required in both hard copy and digital format (AutoCAD).

**DELIVERABLES:** DOCUMENTATION OF THE CONSTRUCTION PROJECT  
CONSTRUCTION MEETINGS  
CONSTRUCTION OBSERVATIONS AND INSPECTION  
QUALITY CONTROL TESTING  
RECORD DRAWINGS

### **SECTION III – PRE-SUBMITTAL CONFERENCE**

No Pre-Submittal Conference will be held.

### **SECTION IV – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA**

Each Statement of Qualifications (SOQ) will be evaluated according to the following criteria:

#### **A. General information. (20 points)**

Provide a general description of the consulting firm and/or team that is proposing to provide the services, including identifying subconsultants. Provide an organization chart showing key personnel. For each key person, provide the following information:

1. Percentage of time that each person will be committed to the project
2. Length of time with the firm
3. Applicable professional registrations

#### **B. Experience and qualifications of the firm/team and key personnel. (65 points)**

1. Provide a list of similar projects on which the project team has experience. For each reference project, please provide the following information:
  - a. Description of the project, including project name and location
  - b. Project owner and/or client information
  - c. Role of the firm, including a description of the services provided
  - d. Role of each key team member who worked on the reference project and the percentage of time spent by each key team member on said project
  - e. Approximate dates services were provided
  - f. Reference information (two contacts including current telephone numbers and correct email addresses, per project)
2. List all City of Mesa projects where the firm/team provided services in the last five years, completed or on-going, that are not already included in the preceding sections.
3. Overall evaluation of the firm/team and its perceived ability to provide the required services will be considered along with the evaluators' perception of the clarity, completeness, and presentation of the Statement of Qualifications. This is to be determined by the selection panel members. No submittal response is required for this item. Information obtained from the Statement of Qualifications and from any other reliable source may be used in the evaluation and selection process.

#### **C. Current workload, workload with the City of Mesa, and the ability of project team to start immediately. (10 points)**

This scoring criterion has two parts: overall workload and existing contracts with the City of Mesa, as further detailed below:

1. Overall Workload and Ability to Start Immediately (up to 5 points):

Provide a table or list that summarizes the current major assignments of all key team members, percentage of time committed to each assignment, anticipated end date of major assignments, and percentage of time to be committed to this project. Also include a statement as to when the team would be available to start work on this project. Firms that demonstrate their ability to start



immediately and to effectively manage this project, in addition to their current workload, may be awarded up to five (5) points for this sub-category.

2. Existing Contracts with the City of Mesa (up to 5 points):

Provide a table or list of current or pending contracts that the firm has with the City of Mesa. ("Pending" status refers to a project the firm has been notified they will be awarded, but the contract has not yet been executed.) Each contract need only be listed once. For example, if the firm and one or more of the proposed team/sub-firms are all employed on the same, current City of Mesa project or contract, that project need only be listed once and will count as one contract (although all firms, including sub-firms, working on the project should still be identified). In the case of a firm holding a Master On-Call Contract with the City of Mesa, each active project order under the master contract will count as a separate project. If a firm has no active project orders under the Master On-Call Contract, the Master On-Call contract will not count towards the reporting requirements of this section.

Contracts for projects within the City of Mesa's incorporated limits held by someone other than the City of Mesa municipal government (e.g., work for the school district or a private developer) need not be listed and do not count as projects under this subcategory.

Firms, with no current or pending contracts with the City of Mesa, will be awarded 5 points. Firms, with between one (1) to three (3) current or pending contracts with the City of Mesa will be awarded three (3) points. Firms with more than three (3) current or pending contracts will receive no points for this subcategory.

**D. Principal office location. (5 points)**

Identify the physical location of the lead firm's principal office. Five (5) points will be awarded to teams whose lead firm's principal office is physically located within the City of Mesa's incorporated limits (not just a P.O. Box). Three (3) points will be awarded to teams in which 50% or more of their employees live within the City of Mesa's incorporated limits, or whose sub-firms are physically located within City of Mesa's incorporated limits. A statement indicating how this criterion is met shall be required to receive the appropriate points. No points will otherwise be awarded for this category.

**SECTION V – SUBMITTAL REQUIREMENTS**

The Statement of Qualifications shall include a one-page cover letter, plus a maximum of **10 pages** to address the SOQ evaluation criteria (*excluding* resumes but *including* an organization chart with key personnel and their affiliation). Resumes for each team member shall be limited to a maximum length of two pages and should be attached as an appendix to the SOQ. Minimum font size shall be 10point. Please provide **six (6) hard copies and one (1) digital copy (CD or USB drive) of the Statement of Qualifications by 2:00pm on November 9, 2016.** The City reserves the right to accept or reject any and all Statements of Qualification. The City is an equal opportunity employer.

Delivered or hand-carried submittals must be delivered to the Engineering Department reception area on the fifth floor of Mesa City Plaza Building in a sealed package. On the submittal package, please display: Firm name and On-Call Architectural Services.

All submittals should be sent or delivered to:

**CITY OF MESA  
ENGINEERING DEPARTMENT  
Heather Sneddon  
Fifth Floor – Suite 500  
City Plaza Building  
20 East Main Street  
Mesa, Arizona 85201**

If a company wishes to submit a company brochure, this can be done under separate cover. The brochure will not be used in the selection process and may be retained in the City files.

**Please be advised that failure to comply with the following criteria may be grounds for *disqualification*:**

- Receipt of submittal by the specified deadline; please allow enough time to check in at the City Plaza security desk
- Receipt of the number of copies of the submittal specified
- Adherence to maximum page requirement
- Delivery of submittal in correct location
- Delivery in a sealed package with the on-call category for which your firm is submitting clearly labeled
- Providing a signed copy of addenda, if any, in response to this RFQ. It will be the interested firm's responsibility to check the website (see link below) for any updates, including addenda.

<http://www.mesaaz.gov/business/engineering/architectural-engineering-design-opportunities>

Adherence to the maximum page criterion is critical; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages. Table of Contents pages and tabbed divider pages will not be counted if they do not contain submittal information.

**SECTION VI – SELECTION PROCESS AND SCHEDULE**

A selection panel will evaluate the SOQ's in accordance with the criteria set forth in Section IV above. References may be a factor in determining the final rank-ordered list; ensure the references provided are accurate. The selection panel will produce a rank-ordered list of the submitting firms and no interviews will be conducted as part of the selection process. The top firms receiving the highest evaluations from the selection panel for the on-call category will be on the on-call list.

The City will enter into negotiations with the top ranked firms and execute contracts upon completion of negotiations. If the City is unsuccessful in negotiating a contract with the top ranked teams, the City may then negotiate with the next lower ranked team until a contract is executed. The City may decide to terminate the selection process at any time.

Please note that interviews will not be held to establish the list of on-call firms, but interviews may be held, at the City's sole discretion, for select projects as an additional differentiation between firms on the on-call list for specific projects. Those firms/teams will be invited by email to accept or decline the opportunity to interview. Those accepting the invitation will be sent a letter giving the criteria to be addressed in the interview and the detailed scoring to be applied.

The following tentative schedule has been prepared for this selection process:

SOQ's Due	<b>November 9, 2016 by 2:00 pm</b>
On-Call list announced	<b>December 12, 2016</b>

Official notification of the status of selection will be by letter which are anticipated to be mailed the week of November 28, 2016

By submitting an SOQ, the respondent certifies that they have reviewed the City of Mesa's standard contract for professional services, including insurance requirements, and, if selected, will execute the City's required contract without modification or exceptions. The City of Mesa's Professional Master Contract and Professional Services Contract are available on-line at the following links:

<http://mesaaz.gov/business/engineering/architectural-engineering-design-opportunities>  
<http://www.mesaaz.gov/business/engineering/engineering-contracts>

**SECTION VII – GENERAL INFORMATION**

**RFQ Lists.** This Design Services Request for Qualifications will be listed on the City's web site. The address is: <http://www.mesaaz.gov/business/engineering/architectural-engineering-design-opportunities>.

**Compliance with Arizona Revised Statutes (ARS).** Procurement of professional services by a municipality within the State of Arizona is governed by ARS Title 34. By submitting an SOQ under this solicitation, the submitter certifies that said submittal and their conduct in relation to this solicitation is in compliance with the requirements of ARS Title 34.

**Contract Version Updates.** If the Contract version changes after this RFQ is issued and prior to contract negotiations, the newer version of the Contracts will be in effect. It will be incumbent upon the respondent to check the City of Mesa Engineering Department's website for updates.

**Instructions.** The City of Mesa shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications will be in the form of an addendum. Firms are to check the City's website to see whether any addenda have been posted.

<http://mesaaz.gov/business/engineering/architectural-engineering-design-opportunities>

**Duration of On-Call Lists.** Unless otherwise determined by the City, the on-call list(s) to be established under this solicitation will become effective on the date the contracts are executed. Unless otherwise determined by the City, the on-call consultants list(s) established under this solicitation will remain valid for one (1) calendar year, with the City reserving the right to extend one or more of the on-call lists by one (1) additional one-year term. Said extension shall be in writing to the firms/teams on the list (or lists) to be extended.

When the list expires, the City anticipates (but makes no guarantee) that a new/replacement on-call list will be established by a separate and future solicitation. The City does not intend to do so, but also reserves the right to cancel or otherwise nullify the on-call list prior to the expiration date(s) stated herein, by written notice to the firms on said list.

If contract negotiations have formally started with a specific consultant for a specific project and/or a specific consultant has started work on a specific project prior to the time the on-call list established under this solicitation becomes effective, the City (at its discretion) will likely direct the consultant to continue work on that project (including having him/her work on subsequent phases or change order work for the same project) regardless of the consultant's status relative to the on-call list. The same exception applies when one on-call list is replaced with a subsequent on-call list (e.g., by a future solicitation when the current list expires). Consultants already employed (or involved in contract negotiations) on specific projects under force of the previous on-call list will (at the City's discretion) likely continue their work on said projects, regardless of their status relative to the newly-established on-call list.

**City Rights.** The City of Mesa reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received. No binding contract will exist between the submitter and the City until the City executes a written contract.

**Protest Policy:** Refer to City of Mesa Protest Policy: Procurement Rules at <http://www.mesaaz.gov/home/showdocument?id=8712>, Article 6. Protests, Appeals, Debarments, Confidential Information, and Contract Disputes.

**Contact with City Employees.** All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and subconsultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below.

**Cooperative Use of Contract.** The contract awarded through this procurement process may be extended for use by other governmental agencies and political subdivisions of the State with the approval of the Consultant. Any such usage by other entities must be in accordance with the prices, terms and conditions of the City of Mesa Contract and with the ordinances, charter, rules and regulations of the entity using this Contract. Orders placed by other agencies and payment thereof will be the sole responsibility of that agency. The City shall not be responsible for any disputes arising out of transactions made by others.

**Questions.** Questions pertaining to the Design Professional Services selection process or contract issues should be directed to Heather Sneddon of the Engineering Department at [heather.sneddon@mesaaz.gov](mailto:heather.sneddon@mesaaz.gov).

Also, to do business with the City of Mesa, you are required to register in our vendor system. AMS Vendor Self Service (VSS) provides vendors with a single entry point to register, provide payment and contact information, and select commodity interests and business types. All vendors who wish to conduct business with the City will be required to update and maintain all information used for the notification of bid opportunities and issuance of payment in the VSS system. The registration guide can be found at <http://www.mesaaz.gov/vendor/>, the actual web portal is at the bottom of the page.